P-Card GEARS Monthly Statement Processing – Cardholder Desktop Guide

Prepared for:

Maryland Administrative Office of the Courts

Date: March 13, 2015

Table of Contents

1.0 Overview 3
2.0 Desktop Procedure – P-Card Cardholder Review and Reconciliation 4
Reconciling Your P-Card Statement 4

1.0 Overview

The P-Card process involves several roles. They are:

- P-Card Cardholder
- DPCA P-Card Administrator
- DBF P-Card Reconciler
- DBF Accounts Payable

On approximately the 25th of each month, US Bank ends the monthly statement billing cycle. In general, P-Card Cardholders then have three calendar days to make changes within the US Bank system before the statement is actually produced by US Bank and sent to the Judiciary for processing and payment. Once the file is received by the Department of Budget and Finance, it is loaded into GEARS to the P-Card Staging and Statement tables. An automated notification initiated by the DBF P-Card Reconciler will then be sent alerting the P-Card Cardholders that the statement is available to view and to perform work in GEARS on the various transactions where necessary. Cardholders are only given three business days from this notification to perform their review.

Upon completion of the review, the DPCA P-Card Administrator reviews and approves the transactions. DBF P-Card Reconciler loads transactions into the voucher staging tables. DBF Accounts Payable builds P-Card Vouchers using the Voucher Build. Lastly, DBF Accounts Payable processes the final preparation for the P-Card payment.

Note: Please remember to send the P Card transaction log via email or interoffice to Lisa Lee or Larry Tucker (for District Court), by the 5th of the following month.

Purpose of Desktop Guide

To provide instructions to P-Card Cardholders on how to perform beginning to end processing of P-Card transactions received from US Bank.

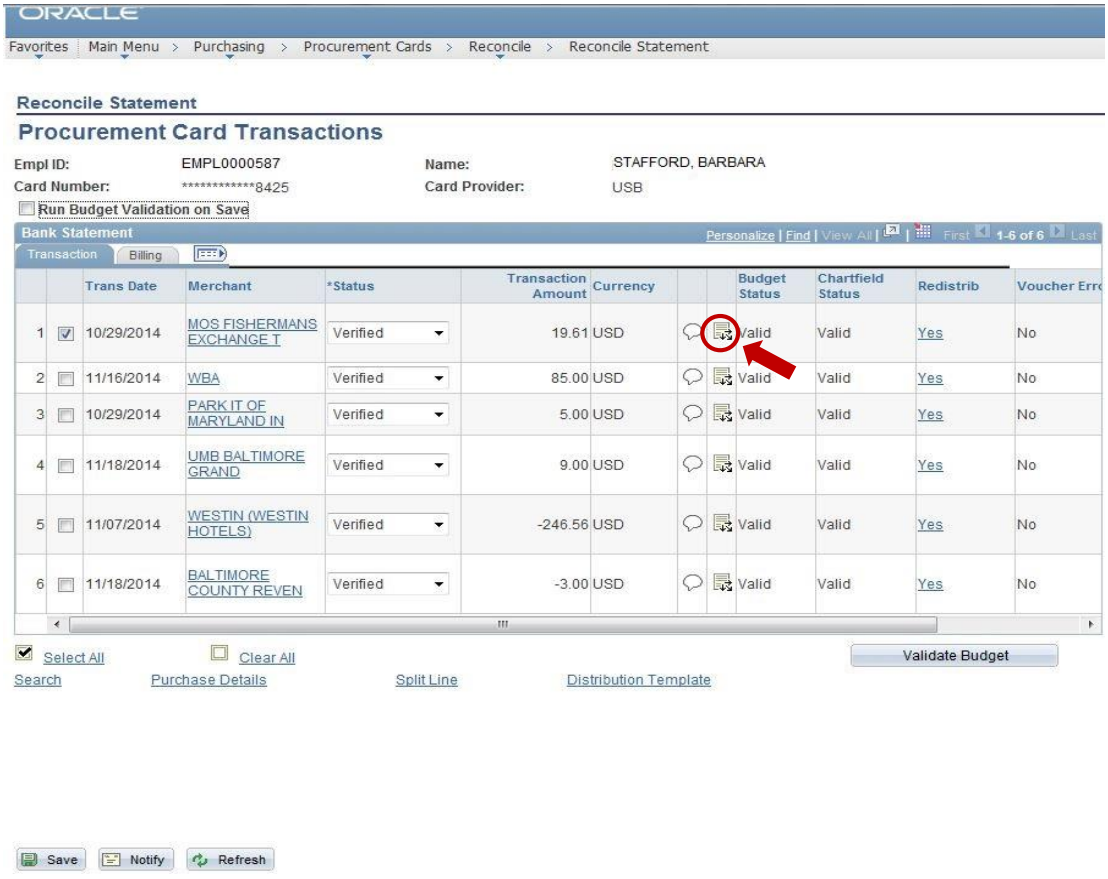
2.0 Desktop Procedure – P-Card Cardholder Review and Reconciliation

Upon receipt of the email notification that the statement has been loaded and ready for review, P-Card Cardholders will be given three business days to review, reconcile and make distribution corrections to their transactions in GEARS.

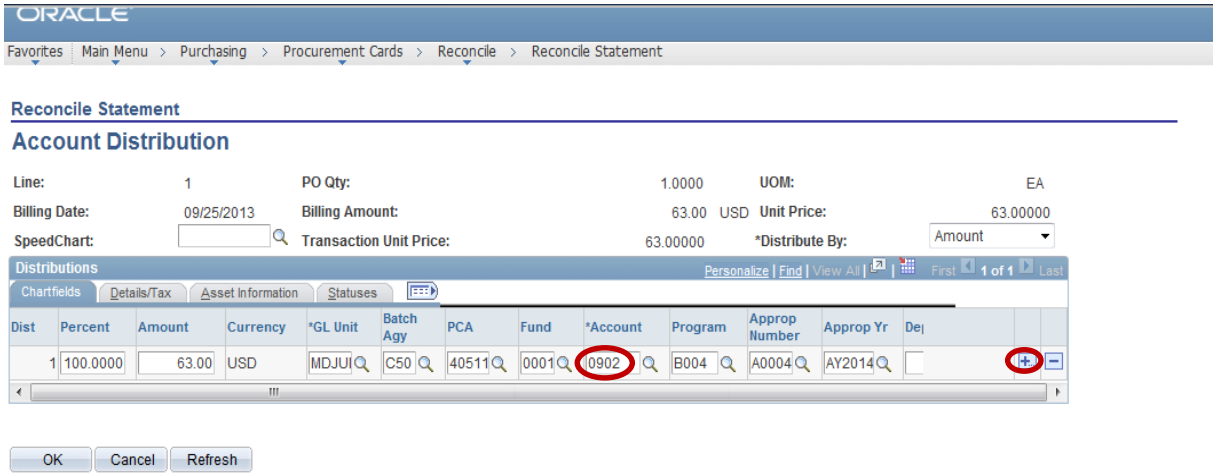
Reconciling Your P-Card Statement

When ready to reconcile or correct any distributions within the statement, the cardholder is in edit mode.

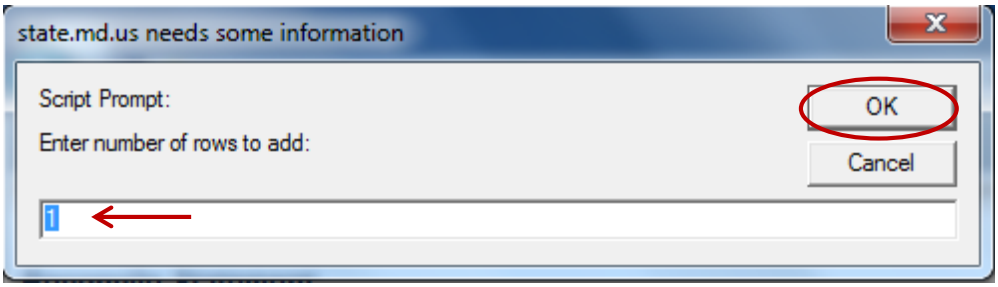
Step - Action
1. Select **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**.



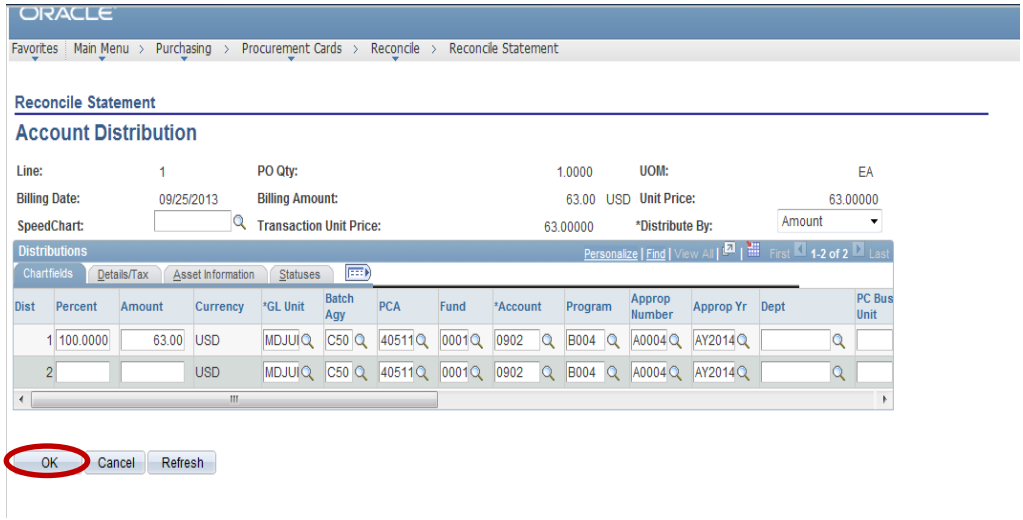
Step - Action
2. **Modifying the ChartFields:** To update the ChartField information, click the **Distribute** button. Update the ChartField information accordingly.



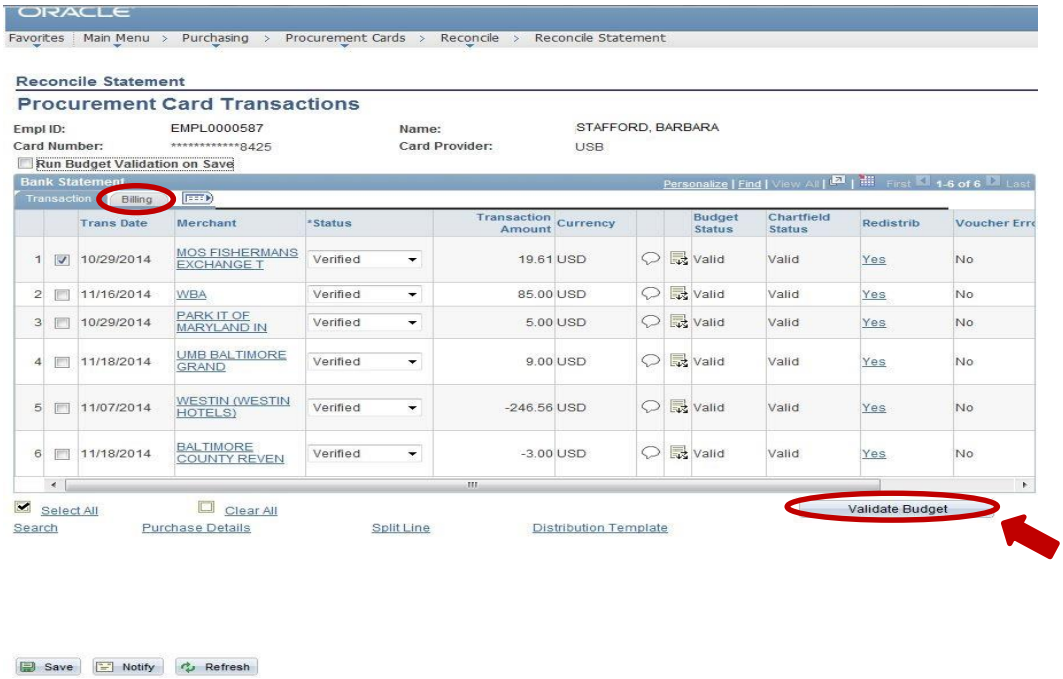
Step - Action
NOTE: All distribution lines with **Account** codes '*0995*' must be changed.
3. **Distribute among multiple ChartFields:** Scroll to the right and click the **Plus** button to add a new ChartField line.



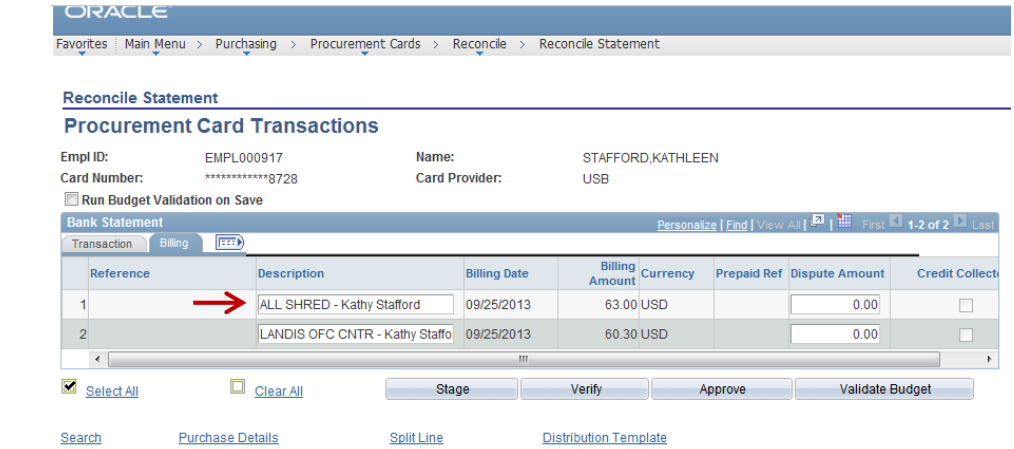
Step - Action
a. Enter the number of rows to be added.
b. Click the **OK** OK button.

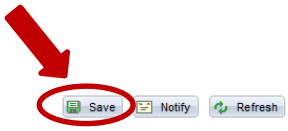


Step - Action
4. Enter / Edit the ChartField combinations, correct percentages or amounts to be distributed on each line.
5. Click the **OK** OK button.



Step - Action
6. Click **Validate Budget** Validate Budget to perform a budget check against the provided ChartField(s). **NOTE**: If you do not receive a 'Valid' Budget Status, (e.g., 'Error' Budget Status), contact DBF Budget Unit.
7. Click the **Billing** Billing tab to update Merchant Name.





Step - Action
8. Update the **Description** field with the Merchant's Name and ensure that you include your name (or initials, at least) and the statement month and year. For example, ("*All Shred, Kathy Stafford, 09-2013*"). **NOTE**: Do not use special characters such as colon (:), apostrophe ('), forward slash (/) or back slash (\).
9. After reviewing and making sure that the transaction is valid, click the **Save** Save button.
****END**** This completes the steps for *Reconciling Your P-Card Statement in GEARS*.